



Job Announcement

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Opening Date:	July 25, 2013	Closing Date:	August 8, 2013
Job Title:	Recordation Clerk II	Position Type:	Regular Full Time
PIN:	084670	FLSA Status:	Non-Exempt
Location:	Circuit Court for Worcester County Snow Hiill, Maryland	Grade/Entry Salary:	J06 \$29,278 - \$34,691
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: Records documents regarding land transactions after determining recordability and stamping the document with the date and time of recording; calculates and collects fees and taxes using schedule of fees and makes mathematical computations. Operates cash register, assists public with providing information about records, licenses and procedures of the Clerk's Office both by telephone and at the counter. Prepares and issues various licenses at the counter by typing proper forms and collecting fees. Administers oath of office for various commissions. Types correspondence by using a computer keyboard or typewriter. Maintains various business machines. Indexes, scans and verifies/ proofs records.

Education: High School Diploma or GED.

Experience: One year of land records related work experience

Skills/Abilities: Ability to learn and apply relevant legal terminology, policies, procedures, regulations and codes. Ability to use basic arithmetic calculations, including discounts, interest, proportions and percentages. Ability to identify and transcribe relevant information. Ability to communicate in an effective, patient, and tactful manner with customers and co-workers. Ability to verify comments and notations and record essential information. Ability to interpret documents and to apply job related terminology. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to operate standard office equipment. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors, or 5,000 kph net with no more than 10 errors, as determined by a successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to stand and sit for extended periods of time. Ability to lift up to 10 lbs. using proper lifting techniques. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

**Circuit Court for Worcester County
One West Market Street, Room 104
Snow Hill, MD 21863
Attn: Stephen Hales, Clerk of Court**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Reasonable accommodations upon advance request. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.